

# ENGLISH WITH CHANTEL

Online English Lessons for  
Adults



## Business English Mini Guide

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### Introduction

Learn key phrases and tips for professional communication in meetings, emails, and calls.

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### Common Phrases

#### Emails

- “Please find attached...”
- “I look forward to your reply.”

#### Meetings

- “Can we schedule a meeting?”
- “Let’s review the agenda.”

#### Phone Calls

- “Could you repeat that, please?”
  - “Thank you for your time.”
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## Tips for Practice

- Practice writing short emails using these phrases
  - Record yourself practicing polite business conversations
  - Review and reuse vocabulary regularly for fluency
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## Call to Action

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